

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DNR0587537**

Date Posted: **02/25/13**

POSITION NO: **241697**

Closing Date: **03/08/13**

CLASS CODE: **1228**

POSITION TITLE: **Navajo Nation Fair Manager**

DEPARTMENT NAME: **DNR - NAVAJO PARKS AND RECREATION DEPARTMENT**

DEPARTMENT NO: **58** WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R66A**

Days: **Mon-Friday**

Permanent: ☒

SALARY:

Hours: **8am - 5pm**

Temporary: ☐

Duration: \$ **45,011.20** Per Annum

Part-Time: ☐

No. of Hrs/Wk: **40** \$ **21.64** Per Hour

**NOTE: Incumbent is required to work on holidays and weekends, as required.**

**DUTIES AND RESPONSIBILITIES:**

Responsible for the administration and management of the Fair Office operation/activities; work closely with the Department staff to plan, direct, organize, and coordinates the two annual productions (Navajo Nation Fair and PRCA 4th of July Celebration) and related activities, and ensure tasks are completed pursuant to prescribed timelines, plans, priorities and funding conditions. Work closely with the Fair Commissioners (Resources Committee of the Navajo Nation Council), Navajo Nation offices/entities, and event coordinators on production tasks, e.g., providing technical assistance and orientations on promoting, advertising, planning and implementing events; providing guidance on policies & procedures to improve accountability of revenue; seek new revenue sources; solicit event coordinators and provide customer service to over 300,000 visitors to the annual events; oversees the management of the facilities including rental; oversee all capital improvement activities concerning the operation of the fairgrounds; implement overall administration and operation of the fairground; develop rental/lease agreements, SAS packages, and contractual procurement process (prepare contracts and bidding process on production and events); address pertinent issues, review packages for compliance, etc.

Develop and write grant proposals for outside funding to supplement Navajo Nation fair funds. Assist in Departmental planning and assessment of projects, e.g., department short/long range planning and developing goals & objectives with action plans, utilizing critical issue analysis approach. Provide supervision of subordinates; assigns tasks and monitors progress; assist with personnel management; provide guidance on staff training plans; prepare annual budgets for Department Manager's approval; prepare/compile all required documents for budget process pursuant to the budget instructions manual, i.e., OMB forms pertaining to budget information justification, performance plans, and personnel changes. Attend meetings when necessary. Prepare monthly, quarterly, and briefing reports, project/event status reports, and production closeout reports for the Department and Navajo Nation. Establish and maintain a communication linkage with corporate sponsors, funding sources, oversight committees and all entities on Fair Office program activities and issues. Report to the Department Manager and performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education:**

A Bachelor's degree in Business Administration, Marketing, or related field; and

**(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)**

**Experience:**

Three (3) years experience in the planning and organization of fairs or exposition events, one (1) year of which must have been supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities

**Special Knowledge, Skills and Abilities:**

Knowledge of the methods of planning, presenting and administering a fair and/or exposition events; knowledge of applicable Navajo Nation, state and federal laws, rules, regulations and policies and procedures; knowledge of budget planning, development and administration; knowledge of publicity and sales promotion methods; knowledge of building construction and maintenance methods; knowledge of government administration, personnel management and employee supervision and training.

Ability to formulate and implement fair publicity and promotion; ability to ensure proper development and maintenance of fair fiscal and other records; ability to develop and administer the fair budget; ability to direct the preparation and prepare clear, concise reports; ability to effectively represent the Navajo Nation Fair with the public, community organizations and other governmental agencies; ability to establish and maintain cooperative working relationships.

**License/Certification Requirements:**

Valid State Driver's License, preferred and Navajo Nation Driver's Permit.

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**